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PSC 361.01: Introduction to Public Administration

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S Y L L A B U S

PSC 361 Introduction to Public Administration

Spring 1996

Tuesday/Thursday LA 337 12:40 p.m. - 2:00 p.m.

Professor: Jeff Greene

Telephone: 243-6181

Office: LA 356 Hours: TBA

COURSE DESCRIPTION

This course is designed to introduce students to the basic concepts and principles of public administration. A wide variety of topics will be covered including a survey of major figures and theories of public administration, bureaucratic theory, organizational theory, and an overview of contemporary issues. The class will include a survey of the historical development of public administration in the United States beginning with the classical period through the contemporary era. A special emphasis will be given to the similarities and differences between public and private administration (i.e. the public-private dichotomy). The political context in which public administration functions will also receive special attention. PSC 361 is a "survey course" intended to enhance student's understanding of the discipline of public administration.

TEXTS

***Public Administration and Public Affairs* by N. Henry**
(referred to as Henry in reading assignments)

***Practicing Public Management: A Casebook* by Meyer and Brown**
(referred to as Casebook in reading assignments)

COURSE REQUIREMENTS

The requirements for the class include two exams (mid-term and final), a research project, and participation. The grade weights are specified below.

Mid-term Exam	35%	(Thursday, March 21)
Final Exam	35%	(Monday, May 13 at
Research Presentation.	20%	1:10 p.m.)
Participation	10%	

The format for both exams will be subjective (terms and essays).

The research project consists an oral presentation, the equivalent of a 8-10 page research paper. The last weeks of class will be used for presentations. Presentations should be approximately 15 minutes with an additional 5 minutes for questions. The presentation is required. A schedule for presentations will also be prepared during the first month of class. A brief criteria used for grading is provided below.

#1 SPEAKING -- refers to mechanical delivery.

#2 STYLE -- refers to delivery. This is used to determine if the presentation is "flat" or "lacked energy".

#3 CONTENT/ORGANIZATION -- refers to the substance of the research. This is used to gauge the "quality" of the information conveyed in the presentation.

#4 TEACHING AIDS -- refers to the appropriate use of various types of aids that enhance the quality of a presentation or make the information easier to comprehend (i.e. transparencies, handouts, etc.).

You should consider this project a "public speaking" and research exercise. All students are expected to turn in a a **summary** and **bibliography** when they deliver their presentations. The research presentation will be discussed in greater detail on the first day of class.

ATTENDANCE & PARTICIPATION

Students are encouraged to make every effort to attend classes. Although no specific policy will be used in this class, excessive absenteeism may have an adverse impact on one's final grade.

A lecture/discussion format will be used. The materials used include a collection of cases that will be discussed. Students are expected to be prepared for classes --that is, read the assigned chapter and be prepared to discuss the casebook. The planned format is to have a lecture on Tuesdays and discuss case studies on Thursdays.

READING ASSIGNMENTS

Students are responsible for all of the assigned readings. The list below is intended as a guideline to the general subjects that will be covered during class. Each reading is followed by a case study.

READING ASSIGNMENTS AND CLASS OUTLINE

- Section 1** **Introduction: What is Public Administration?**
Henry: Chapter 1
Casebook: Part I and Cases 1,2
- Section 2** **Public Administration: A Century in a Quandary**
Henry: Chapter 2
Casebook: Cases 3,4
- Section 3** **Organization Theory**
Henry: Chapters, 3,4,5
Casebook: Cases 5, 34
- Section 4** **Public Management**
Henry: Chapters 6
Casebook: Cases 10,15
- Section 5** **Performance Measurement**
Henry: Chapters 7
Casebook: Cases 22,37,39
- Exam -----** **Midterm Exam Thursday, March 21**
- Section 6** **Budgeting**
Henry Chapter 8
Casebook: Case 6 and Handout
- Section 7** **Personnel**
Henry Chapter 9
Casebook: Cases 13,47,50
- Section 8** **Public Policy and Management**
Henry Chapter 10
Casebook: Case 61
- Section 9** **Topics: Privatization**
Henry Chapters 11
Casebook: No readings

Section 10 Federalism and IGR

Henry Chapter 12
Casebook: No readings

Section 11 Ethics in Public Management

Henry: Chapter 13
Casebook: Cases 14, 57, 23

Section 12 Presentations Begin

Exam ----- Final Exam: Monday, May 13 at 1:10 p.m.
